

**COVID-19 Pandemic Procedures:**  
**Email Issuance of Orders/Decisions;**  
**Electronic Filing and Service of Documents;**  
**Inquiries to DCHD**

In response to the COVID-19 teleworking mandates currently in place across the Country, and until further notice, the Departmental Cases Hearings Division (DCHD) will issue orders and decisions by email to the extent possible and encourages the filing and service of documents by electronic means, subject to the conditions specified below. Further developments in local, State, or Federal government responses to the COVID-19 pandemic may necessitate the amendment of this Order by posting further Orders on OHA's website:  
<https://www.doi.gov/oha/organization/dchd>.

**Email Issuance of Orders and Decisions**

To facilitate the issuance of orders and decisions by email in your case, please provide DCHD with your email address. You may do so by emailing DCHD at [dchd@oha.doi.gov](mailto:dchd@oha.doi.gov), except that for cases under the White Earth Reservation Land Settlement Act (WELSA), please email DCHD at [dchdwelsa@oha.doi.gov](mailto:dchdwelsa@oha.doi.gov). Please include your name, the name of your case, and the docket number. If we have your email address, then we will only email to you the orders and/or decisions that DCHD issues in your case; we will not send you those documents by U.S. mail.

**Email Filing**

A pleading which initiates a case and which must be filed by a deadline, such as a request for hearing under 30 C.F.R. § 1241.7 or an application for review under 43 C.F.R. § 4.1162(a), may not be filed electronically because DCHD's jurisdiction over the case depends upon whether the pleading is timely filed in accordance with the regulations. Other documents may be filed by email under the following conditions:

- (1) Any email filing should identify the case in the subject line, preferably by docket number if one has been assigned, and be sent to [dchd@oha.doi.gov](mailto:dchd@oha.doi.gov), except a filing for a WELSA case should be sent to [dchdwelsa@oha.doi.gov](mailto:dchdwelsa@oha.doi.gov);
- (2) Each email should not exceed 20 MB;
- (3) If an email filing consists of more than one email, the filing person shall clearly identify that the emails are part of one filing;

- (4) If an email filing, whether by one or several emails, contains multiple documents, the filing shall contain an index of the filed documents organized alphabetically or logically so that the documents can be easily located; and
- (5) A person filing a pleading by email must provide a hard copy to DCHD by mail or other delivery service as soon as reasonably feasible, but the person need not provide hard copies of any attachments or exhibits unless directed to do so by DCHD.

Note that if a party intends to rely on information contained in a document in support of a motion or brief, the party must identify where that document is located and cite to the specific page(s) containing the information. Consequently, DCHD discourages the filing of documents unless and until the party intends to rely on the documents for information and is prepared to cite to the specific pages where the information can be found.

### **Electronic Service**

Electronic service of a document will be allowed under the following conditions:

- (1) A person may be served electronically if the person first agrees to receive service by that means in writing, including email;
- (2) The server must file with the document appropriate certification of service;
- (3) If an electronic service consists of more than one transmission, the server shall clearly identify that the transmissions are part of one service; and
- (4) If the electronic service, whether by one or several transmissions, contains multiple documents, the electronic service shall contain an index of the filed documents organized alphabetically or logically so that the documents can be easily located.

### **Inquiries to DCHD**

Please email all inquiries to [dchd@oha.doi.gov](mailto:dchd@oha.doi.gov), except that if your inquiry relates to a WELSA case, please email it to [dchdwelsa@oha.doi.gov](mailto:dchdwelsa@oha.doi.gov). We will only be checking voicemail periodically. If you must leave a voicemail at DCHD's telephone number, please state your name, phone number, case identifying information such as case name and docket number, and your question.